



## ACTON PLANNING BOARD

### Minutes of Meeting

July 19, 2011

Acton Town Hall, Room 204

Planning Board members Mr. Ryan Bettez (Chairman), Mr. Jeff Clymer (Vice Chairman), Mr. Ray Yacouby (Clerk), Mr. Roland Bourdon, Ms. Margaret Woolley Busse, Mr. Derrick Chin and Ms. Kim Montella attended.

Also present was Planning Director Mr. Roland Bartl and Planning Board Secretary was Ms. Kim Gorman.

The meeting was called to order at approximately 7:35 PM.

#### I. Citizens Concerns

No concerns raised.

#### II. Consent Agenda

Consent Item A. Minutes of 5/03/2011 were approved.

#### III. Reports

**CPC** – Mr. Bourdon discussed they toured the Asa Parlin House and the committee wants a structural study completed.

**EDC** – Mr. Chin attended their meeting and stated there is no Chairman at this time. They are trying to get everyone reappointed. The sign bylaw needs to be reviewed.

**OPEN SPACE** – Mr. Clymer reported the committee discussed some small properties, did a site walk visit of the Butterbrook Farm, which is currently for sale. They are having low impact meetings.

**Design Review** – Ms. Montella reported the committee met with Mr. David Clough (newest Selectmen). They are finalized their new guidelines and will forward it to the Board of Selectmen and Planning Board to review.

**Acton 2020** – Ms. Woolley Busse discussed their public forum that was held on June 23. Many people attended and it went very well. 3 different options were presented for growth. Their next step is planning another public forum in November. Work will now focus on implementation strategies and creation of a draft of final plan to be finalized for March of 2012.

#### IV. 21 Canterbury Hill Road – Building Permit Issue (Change garages)

Mr. Scott Mutch, Zoning Enforcement Officer, is reviewing a building permit application of a proposed construction of a new 2-car detached garage structure. The purpose and intent of his memo is to seek input and guidance on how to process regarding a building permit application since this a PCRC special permit development project.

The Board reviewed the ZEO's memo and, after discussion, felt that the particular change (adding a free-standing 2-car garage) is a neighborhood issue and not significant at the special permit level. This is not a general determination; future similar building permit applications must continue to come to the Board for individual determinations.

Ms. Busse motioned that this particular situation is deemed not to be of a significant change within the PCRC Special Permit and the Board has no objection to issuance of the building permit, Mr. Yacouby 2<sup>nd</sup>; all in favor.

## **V. Public Hearing – Amendment to Residence at Quail Ridge (Pulte Homes)**

Mr. Clymer recused himself from the hearing and proceeded to sit in the audience as a citizen. Ms. Montella recused herself from the hearing due to a potential conflict of interest and left the room.

Mr. Bettez opened the public hearing at 8:15pm and offered a brief process overview.

Mr. Mark Mastroianni and Mr. Reid Blute, Pulte Homes, were present. Mr. James Bernardino and Mr. Stephen Decoursey, Bohler Engineering, were present for the applicant. Several local residents attended.

Mr. Mastroianni stated the proposed changes are minimal; they would maintain the special permit and largely follow the approved plan. He outlined the specific plan changes needed to use Pulte Homes' own building designs, changing some elevation, and slightly shifting some of the streets and sidewalks. Also, Pulte would reduce the overall unit count from 174 to 153, replacing the garden style apartments with duplexes. The street access connections to Acorn Park and Great Road would be maintained as approved. Mr. Mastroianni stated they will complete the Skyline Drive sidewalk to Great Road as required, complete Skyline Drive to have 2 exit lanes onto Great Road, work with Mass DOT on an access permit for the required right turn on Great Road into Skyline Drive, and work with the Land Stewardship Committee (LSC) on the required trail easement.

Mr. Decoursey discussed the realignments of the roadways, the change of some of the units, and the additional waivers they are requesting.

Citizens' questions and concerns were:

- Mr. Snyder-Grant of the LSC stated he has some concerns about the trail and the separate proposed trail head parking referring to the LSC memor submitted to the Board.
- Mr. Bill Blocher, Groundskeeper for the Great Road Condos, stated there is a lawsuit due to the runoff water from the golf course pooling onto the parking lot area at Great Road Condos and in the winter time it freezes. Mr. Mastroianni stated he was unaware of the lawsuit. Mr. Mastroianni stated improvements will be made to the drainage system that should address the runoff.
- Mr. Clymer made a presentation and stated that streets in Acorn Park cannot safely accommodate any additional traffic, and that the intersection at Acorn Park and Great Road is very unsafe. He recommended that Hazelnut Street should be an un-gated emergency access that would not be available for normal travel by vehicles. Mr. Mastroianni stated that a lot of time and money has been spent on traffic and public safety studies related to this matter, and that Pulte Homes will be happy to comply with what has been approved in 2008.
- Who will make sure the resident age is enforced? Mr. Mastroianni stated it will be self enforced within the condominium master deed.
- Safety for the Acorn Park neighborhood children is needed.
- Access road is too narrow.

A motion to close the public hearing was seconded and passed unanimously.

Board members reviewed staff comments and gave direction to staff to bring a draft decision at the meeting on August 2, 2011.

## **VI. Notice and Hearing Date for Residence at Quail Ridge pursuant to Chapter O**

Past over agenda item, issue was resolved prior to meeting.

## **VII. EDC Nomination – Derrick Chin**

Mr. Bourdon motioned for Mr. Chin to be nominated to EDC, 2<sup>nd</sup>; all in favor.

**VIII. Question about Enforcement (Jeff Clymer email)**

Board members briefly discussed on the matter of some abandon buildings. Mr. Yacouby motioned to continue this on the agenda on August 2, 2011 meeting, 2<sup>nd</sup>; all in favor.

**IX. Discuss Spring/Summer Schedule**

Board members cancelled August 16, 2011 meeting.

**X. All Boards & Committees Notification (Mike Gowing email)**

Mr. Mike Gowing (BOS Chairman) sent an email to board members asking for their committee goals.

Board members review and discussed the Planning Board goals:

- Increase Membership (recruit/need 2 associate members)
- Support Acton 2020 Goals and Objectives (Help with outreach for upcoming events and Help by going and participating).
- Mater Plan implementation without additional staffing/support resources may be difficult.
- Further discuss expanding the Planning Board's responsibility to include Commercial site plan reviews and special permits.

Meeting was adjourned 10:45pm.

## 07-19-2011 - Meeting Information

 <a href="#">00 - 07.19.2011 Planning Board Agenda</a>	<a href="#">planning</a>	07/18/11
 <a href="#">020A. - IIA. - 05.03.2011 Planning Board Minutes - DRAFT</a>	<a href="#">planning</a>	06/23/11
 <a href="#">040 - IV. - PB Memo re: Proposed Construction of Second 2-Car Detached Garage Structure</a>	<a href="#">planning</a>	07/15/11
 <a href="#">050 - V. - Amendment to the Special Permit Application - The Residences at Quail Ridge</a>	<a href="#">planning</a>	07/15/11
 <a href="#">051 - V. - Civil Plans &amp; Exhibits</a>	<a href="#">planning</a>	07/15/11
 <a href="#">052 - V. - Architectural Plans</a>	<a href="#">planning</a>	07/15/11
 <a href="#">053 - V. - Landscape Plans</a>	<a href="#">planning</a>	07/15/11
 <a href="#">054 - V. - RQR Drain Report July 2011</a>	<a href="#">planning</a>	07/21/11
 <a href="#">055 - V. - Planning Dept. (RB) Comments - Quail Ridge SR amendment (Pulte)</a>	<a href="#">planning</a>	07/21/11
 <a href="#">056 - V. - Other Staff &amp; Dept. Comments for RQR</a>	<a href="#">planning</a>	07/21/11
 <a href="#">057 - V. - 8 Palmer Lane Resident</a>	<a href="#">planning</a>	07/21/11

## Comments for RQR

	<b>060A - VI. - Quail Ridge SR amendment (Pulte) - Ch. O Notice</b>	planning	07/19/11
	<b>060B. - VI. - Acton Gen Sel Tax List Update (A0133545)</b>	planning	07/19/11
	<b>060C. - VI. - Town General Bylaws - Chapter O</b>	planning	07/19/11
	<b>060D - VI. - RQR Property Taxes - Additional Information</b>	planning	07/19/11
	<b>060E. - VI. - RQR Taxes</b>	planning	07/25/11
	<b>080 - VIII. - Question about Enforcement</b>	planning	07/19/11
	<b>090 - IX. - Summer/Fall Schedule 2011 Meetings</b>	planning	07/19/11
	<b>10A. - X. - All Boards and Committees Notification</b>		